



CITY OF SAINT PAUL
Christopher B. Coleman, Mayor

375 Jackson Street, Suite 220
Saint Paul, Minnesota 55101-1806

Telephone: 651-266-9090
Facsimile: 651-266-9124
Web: www.stpaul.gov/dsi

SKYWAY SYSTEM USE PERMIT APPLICATION

Applicant

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Organization Name: _____

Purpose of Use: _____

Location: _____

Date(s): _____ Hours: _____

I, by signing in the appropriate space below, affirm that (1) I am an authorized representative of the applicant; (2) I have read the rules and regulations governing skyway use on the reverse side of this form; and (3) I agree, on behalf of the applicant, to abide thereby.

Applicant

Date

Building Manager

Name: _____

Building Name: _____

Building Address: _____

City, State, Zip: _____

Phone: _____

I, by signing in the appropriate space below, authorize the above named group to use the portion of the building requested in this application.

Building Manager

Date

City Staff Approval

Date

RULES AND REGULATIONS FOR SALES AND PERFORMANCE USE OF THE SAINT PAUL SKYWAY SYSTEM

Chapter 140 of the Saint Paul Legislative Code: Skyway Conduct

No group, entity or person shall promote, advertise or sell articles or conduct, engage in or cause to be presented any type of exhibition, show, performance or entertainment in the pedestrian skyway system or other pedestrian mall; nor shall any such group, entity or person affix or cause to be affixed any type of banner or exterior sign to the skyway bridges, without first receiving a *Skyway System Use Permit* from the Department of Safety and Inspections (DSI).

During period of use, *Skyway System Use Permits* must be attached to displays or booths in such a manner as to be clearly visible to the public.

Skyway System Use Permits will not be issued for any exhibition, show, performance or entertainment that conflicts or competes with any building tenant or with any service provided within the building serviced by the skyway.

Skyway System Use Permits will not be issued for any skyway bridges.

Skyway System Use Permits will not be issued for, nor shall any activities be permitted in, locations within such proximity to doors or other points of ingress and egress, or escalators, stairways or elevators as to obstruct or impede the orderly flow of pedestrian traffic.

Any utility, sanitary, janitorial, maintenance or other service required for the intended use must be negotiated by the applicant with the building owner prior to the issuance of a *Skyway System Use Permit*.

If audio amplification is necessary to the exhibition, show, performance or entertainment, the volume must be maintained at a level sufficiently low as to avoid disturbing adjacent businesses. The City reserves the right to preview any audio amplification to determine the impact within the skyway system.

Graphics used in any display must be neatly lettered, and shall not be larger than five feet by three feet.

Each group, entity or person shall be responsible for the removal of its booth and/or display materials, as well as all litter that may have accumulated as a result of its activities.



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Skyway System Use Permit Application Requirements

After signing the enclosed permit application, you must secure the signature of the building owner or the building owner's designated representative or manager.

Mail or bring the completed Skyway Systems Use Permit to DSI at 375 Jackson Street, Suite 220, for approval and the required City of Saint Paul signature. This permit will not be valid until it has been signed by all three designated signatories: Applicant, Building Owner/Representative and City Staff.

It is mandatory that you prominently display the completed permit at your exhibit or booth on the days of your event.

If you have additional questions or the date of your event needs to be rescheduled, please call the Skyway Permit contact at Department of Safety and Inspections (DSI), Peg Fuller at 651-266-9117. Or contact a DSI Project Facilitator at 651-266-9103.